

# *By-Laws*

— OF —

## **Nokomis Chapter**

No. 56



# *O. E. S.*

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NOKOMIS, SASK.

REPRINT 1955

J. Simpson

*By-Laws*

— OF —

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# Form of By-laws

## DECLARATION

This Chapter acknowledges the Supreme Authority of the Grand Chapter of Saskatchewan, Order of the Eastern Star, and is governed by its Constitution, Rules and Regulations, and the following By-laws framed by the Chapter:

## ARTICLE I

### Name

1. The name of this Chapter shall be Nokomis Chapter No. 56, Order of the Eastern Star, located at Nokomis, Sask.

### Warrant

2. The warrant under which this Chapter is held is a Charter granted on the 13th day of May, 1926, by the Grand Chapter of Saskatchewan, Order of the Eastern Star.

### Meetings

3. The stated meetings of this Chapter shall be held on the third Monday of each month (with the exception of ~~January and February~~) at 8 p.m. in the Masonic Hall, Nokomis, Sask.

July  
Aug.

③ You have heard the reading of the  
min. Are there any errors or  
omissions? approved as read.  
minutes are approved as read.

④ Special Meetings Special meetings may be called  
by the presiding officer at such times  
as in her or his judgment the interest  
of the Chapter may require, provided  
that each member shall be notified at  
least five days previous to such meet-  
ing. No business except trials, con-  
ferring degrees or ceremonial observ-  
ances shall be transacted at a special  
meeting.

### Quorum

5. Seven members of the Chapter  
including one of the first four officers  
shall constitute a quorum for the  
transaction of business, unless the  
By-laws of the Chapter shall prescribe  
a larger number.

### Fiscal Year

6. The fiscal year of this Chapter  
shall commence on January 1st and  
end on December 31st.

## ARTICLE II

### Order of Business

This Chapter, unless otherwise di-  
rected, shall proceed with its business  
in the following order:

1. Opening Ceremonies.
2. Introduction of Distinguished  
Visitors.

*gifts & exchange*

4 —  
*can delete recess.*

5. Corresp will be rec'd & that requiring attention will be dealt with under the proper order of Bus.

*Sis Secretary*

3. Reading of Minutes of the previous Regular and Special meetings. *Minists approved ahead*
4. Treasurer's Report. *no second*
5. Communications. *ask for*
6. Accounts. *with 2nd moved by*
7. Reading and Referring of Petitions. *affiliations*
8. Reports of Committees on Petitions. *committed names*
9. Balloting. *Recess*
10. Reports of special committees
11. Conferring of Degrees.
12. Unfinished Business.
13. New Business. *to suspend any new bus.*
14. Recess. *once again*
15. Financial Committee's report. *N.A. →*
16. Sickiness and Distress. *meeting*
17. Good of the Order. *members*
18. Closing Ceremonies.

*welcome members, present after presentation of flag*

### ARTICLE III

#### Election of Officers

1. The elective officers shall consist of Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress, Associate Conductress, who shall be elected by ballot by a majority vote of the members present at a stated meeting in November each year.

#### Trustees

2. The Board of Trustees is also

elective and shall consist of three members, one of whom must be a Brother, and shall be elected annually for a term of three years, excepting the first election. In cases of vacancies the member will be elected to fill the unexpired term only. At the first election the one receiving the highest number of votes shall hold office for three years, the second highest for two years, and the third for one year. One Trustee to be elected annually thereafter for three years.

### Appointive Officers

3. The appointive officers shall consist of Chaplain, Marshal, Organist, Adah, Ruth, Esther, Martha, Electa, Warder and Sentinel, who shall be appointed by the Worthy Matron elect.

### Installation.

*Constitution*  
31 Officers, except trustees, must be installed at a stated or special meeting in December unless by special dispensation from the Worthy Grand Matron.

## ARTICLE IV

### Powers and Duties of Officers

#### Worthy Matron

1. (a) It shall be the duty of the Worthy Matron to preside at all meetings of the Chapter; preserve



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order and harmony; appoint all special committees unless named by resolution of the Chapter, and perform such other duties as are required by the Constitution, Rules and Regulations of the Grand Chapter of Saskatchewan for the government of Subordinate Chapters.

(b) A decision of the Worthy Matron on any question before the Chapter shall be final and conclusive, and there can be no appeal from her decision except to the Worthy Grand Matron or Grand Chapter.

(c) In the case of a tie vote on any question the Worthy Matron shall give the casting vote, provided she has not voted as a member.

(d) When a vacancy shall occur in the office of Treasurer or Secretary, the Worthy Matron may order a special election to fill the vacancy. Due notice of the election shall be given by the Secretary except in case of Secretary's office being vacant, in which case notice will be given by Worthy Matron.

(e) In all cases and upon all questions unless otherwise provided for a majority vote of the members present shall govern.

### **Worthy Patron**

The Worthy Patron shall have a general supervision of the affairs of the Chapter; assist and advise the

Worthy Matron in the discharge of her duties; preside during the conferring of degrees, and at all other times when required to do so by the Worthy Matron.

### **Associate Matron**

2 The Associate Matron shall perform the duties appertaining to her office, and in the absence of the Worthy Matron, shall assume her powers, duties and prerogatives. ..

### **Secretary**

It shall be the duty of the Secretary to keep a record of all proceedings of the Chapter, under the direction of the Worthy Matron and transmit a copy thereof to the Grand Chapter when required; issue all summonses ordered by the Worthy Matron, receive all fees for the degrees and other dues and pay the same over to the Treasurer forthwith, taking her receipt therefor and deliver to her or his successor in office all books and papers in her or his possession belonging to the Chapter, and perform such other duties appertaining to the office as the Worthy Matron shall direct.

The records of the Chapter shall not be changed by defacement or obliteration. If the record has to be changed it shall be by an additional

record stating the change or correction and what it is.

The Secretary shall receive for her or his services such an amount as may be appropriated by the Chapter.

### **Treasurer**

It shall be the duty of the Treasurer to receive all monies paid into the Chapter from the hands of the Secretary, give a receipt therefor and keep a true and just account thereof. The Treasurer shall pay all orders drawn on the Treasurer signed by the Worthy Matron and countersigned by the Secretary. The Treasurer shall deposit all funds in a Chartered Bank in the name of Nokomis Chapter No. 56, Order of Eastern Star. The Treasurer shall deliver all books and papers belonging to the office to her or his successor, together with all monies then in her or his hands in the bank belonging to the Chapter after official audit.

The books and papers shall at all times be open to the inspection of any member of the Chapter.

## **ARTICLE V**

### **Finance Committee**

The Worthy Matron, Worthy Patron and Associate Matron shall constitute the Finance Committee, who shall examine all bills and accounts

4  
3 members Association the  
— 9 — added

of indebtedness rendered against the Chapter and when found correct make report of same to the Chapter, with such recommendations as to its finances as in their judgement are for the best interest of the Chapter.

### **Relief Committee**

The Worthy Matron shall appoint annually three members of the Chapter as a Committee on Relief, whose duties shall be to investigate all applications for relief made to the Chapter and report the circumstances of the case at the first meeting after receiving notice of the application. If the case be one of pressing necessity the Worthy Matron may, in conjunction with the Worthy Patron's advice, based on the report of the Committee, draw an order on the Treasurer of the amount not to exceed Ten (\$10.00) Dollars, and the order so drawn shall be sufficient voucher to the Treasurer to pay same.

### **Visiting Committee.**

The Worthy Matron shall appoint ~~semi~~-annually a committee of three whose duty it shall be to visit all members reported sick, and if need-ing watchers, to see that such are provided.

### **Funeral**

On the death of a member, if so

required, the members shall attend the funeral in a body.

## ARTICLE VI

### Duties of Trustees

*Article*  
(a) It shall be the duty of the Trustees to have general supervision of the finances and property of the Chapter.

(b) They shall have the custody of all bonds, obligations and securities belonging to the Chapter.

(c) They may invest any surplus funds of the Chapter. All the property and assets, together with all monies belonging to the Chapter entrusted to the Board of Trustees for care and investment shall at all times be subject to the direction and control of the Chapter.

(d) The Board of Trustees shall at the first stated meeting in January each year make a detailed report of all monies which have been turned over to them by the Chapter for investing, together with an inventory of all property and assets belonging to the Chapter, together with a statement showing any and all cash in their hands and in the bank.

(e) The Board of Trustees shall examine the books and vouchers of the Secretary and Treasurer from time to time, and make an annual

detailed report to the Chapter at the stated meeting after the installation of the officers and such other times as may be deemed expedient or as the Chapter may direct.

## ARTICLE VII

### *Note* Fees, Dues and Assessment

Fees—A petition to receive the degrees must be accompanied by a fee of ten dollars. A petitioner who has been elected to receive the degrees of the Chapter and shall fail for the space of one year to appear for the purpose of initiation, shall forfeit the petition fee. *asker*

Dues—Each member of this Chapter except as hereinbefore provided shall pay annually Three (\$3.00) Dollars to the funds of this Chapter, payable at the first stated meeting in January.

When a member demits, dues shall be pro rated at the same rate per year up to the time demit is granted.

Each member, on initiation, is entitled to a copy of the Constitution of the Grand Chapter of Saskatchewan, and a copy of the By-laws of this Chapter.

In addition, she or he, is entitled to a certificate of membership from the Grand Chapter as soon as obtained from the Grand Secretary.

*or affiliate*  
Any member admitted during the year shall pay dues pro rata for the year.

Petitions for degrees must be presented at a stated meeting, accompanied by the fee, signed by the petitioner and properly filled out in detail, and recommended by two members of the Chapter.

All petitions for affiliation must be in writing, signed by the applicant and recommended by ~~two~~ two members of the Chapter, and must be accompanied by a Demit or a Certificate of Standing.

#### Investigating Committees

14. The appointment of committees on investigation must be made by the Worthy Matron in open Chapter, at a stated meeting, in order that the members may have due notice thereof. Such committees shall consist of three members, one of whom must be a brother.

(a) It shall be the duty of the committee to make inquiry as to the character and standing of each petitioner. The brother on the committee shall investigate the standing of the Master Mason who makes application, and if a woman, he shall investigate the standing of the Master Mason through whom she claims to be entitled to membership. The committee shall make its report in writing.

No action shall be taken on any petition until such report has been made. If a committee fails to report within a reasonable time, the Worthy Matron may discharge that committee and appoint another, which shall report at the next stated meeting, unless it requests an extension of time. A petitioner must not be informed of whom the investigating committee was constituted.

### **Affiliation and Demit**

If the petitioner for affiliation is elected the demit should be cancelled, and if rejected, the demit should be returned. A rejected petitioner for affiliation may apply again to this Chapter after the expiration of six months.

Any member whose dues are paid and who is in good standing may apply for a demit except the first four officers i.e., Worthy Matron, Worthy Patron, Associate Matron and Associate Patron. All demits must be granted at stated meetings.

### **Balloting**

A ballot must be taken on each petition for the degrees or affiliation. The ballot must be secret and shall not be debated. Each member present must vote when a ballot is taken unless excused by the Worthy Matron.



## ARTICLE VIII

No officers of this Chapter shall receive compensation for services except the Secretary.

## ARTICLE IX

### Penalties

Any Master Mason under suspension or expulsion in his Masonic Lodge for un-Masonic conduct shall be held under similar sentence in this Chapter without action, but his suspension or expulsion shall not affect the standing of his wife, mother, daughter, sister or half-sister, or any other member whatsoever.

*And*  
*dismissed*  
*use*  
*may*  
*be*  
A member of this Chapter who is indebted to the Chapter to the amount of two year's dues may be suspended for non-payment as provided for by the Constitution and Laws of the Grand Chapter of Saskatchewan.

## ARTICLE X

### Amending By-laws

These By-laws may be amended at a stated meeting, but shall not in any case be suspended.

Such proposed amendments shall be in writing, and tabled to a subsequent stated meeting, when, if two-thirds of the members present vote

in the affirmative, the amendment shall be adopted. Said notice of motion to be mailed with the next regular notice of meeting. *Done by James*

We certify that the foregoing By-laws were adopted by Nokomis Chapter No. 56, O.E.S., at the stated meeting held on Monday, December 18th, 1933.

MARGARET JAMIESON, W.M.,  
REBECCA McALPINE, Sec'y.

Approved January 31st, 1934.

ELIZABETH M. McALPINE,  
Worthy Grand Matron.

Jessie McKay Arson Guard  
1963 Condition  
Montague St.

Lillie Smith  
Worthy Grandmother  
1963

Handwritten notes in the top left corner, possibly including the word "Dinner" and some illegible scribbles.

Handwritten notes in the top right corner, possibly including the word "Dinner" and some illegible scribbles.